



U. S. General Services Administration
Records Management ~ FOIA
1800 F Street, NW ~ Rooms 1459/1460/1461
Thursday, July 14, 2016 ~ 12:30 p.m. to 4:30 p.m.

TOPIC	TIME	LEAD
Check-In	12:30 p.m.	
Introductions	12:50 p.m.	Jacquelyn Ann Irby PTST Executive Officer
Opening Remarks	12:55 p.m.	Aimee Whiteman, PTST Director and Vicki Willmann, IST Director
GSA Historic Buildings	1:00 p.m. – 1:30 p.m.	Kristen Fusselle Fine Arts Specialist and Nancy Witherall Regional Historic Preservation Officer
Recordkeeping	1:45 p.m. – 2:15 p.m.	Robert Smudde Agency Records Officer
Freedom of Information Act	2:30p.m. – 3:00 p.m.	Travis Lewis GSA FOIA Director
PTST/IST Handbook Overview	3:15 p.m. – 3:45 p.m.	Jearline Nicome PTST Human Resources Lead and Pia Scott PTST Chief of Staff to the Deputy Director
Closing Remarks	4:00 p.m.	Cynthia Beckett, IST Deputy Director Michael Effron, PTST Deputy Director Tonya Butler, PTST Deputy Director